



**2018-19 Fund Code B
Claims Training**

Presented By
Harrisburg Project

Topics

- Pickup / Snapshot Dates
 - 2018-19 Student Reimbursement Manual
- Private Facility Approval Tips
- Calendar Method of Computing Days
- Claim Data Entry
- Reports



Student Reimbursement Pickup / Snapshot

July 15th - Fund Code E (Orphanage)
Fund Code F (Orphanage Private Facility)
Fund Code X (Excess Cost)
Fund Code J (Private Residential)
All other Fund Codes DUE (excluding Fund B)

August 15th - Fund Code B (Private / Residential Facility)
REMEMBER! THIS IS REGULAR AND SUMMER TERM!!! DON'T FORGET TO INCLUDE SUMMER DAYS

November 1st - Fund Code E (Summer Term Orphanage)
Fund Code F (Summer Term Orphanage Private Facility)

Transmission Dates are for the 2018 – 2019 school year only.
The ISBE manuals and planning calendar date schedule should always be consulted for confirmation.

Reimbursement for Fund Codes D, E and F Regular Term is due July 15th, 2019.
Reimbursement for Fund codes X and J is due July 15th, 2019.
Reimbursement for Fund Code B is due August 15th, 2019.
Reimbursement for Fund Codes E and F Summer Term is due November 1st, 2019.

Fund B – Private Day – Residential Facilities – Out-of-State Public Schools – students attend nonpublic facilities and out-of-state public schools, includes tuition and room and board.

Students with Disabilities Claims and Reimbursement Manual

- Updated in March
- For Fund Code B webinar – print Private Tuition Reimbursement – pages 4-5

[Click Here to view and/or Print Manual](#)

OR

www.hbug.k12.il.us

Student & Personnel Topics -> Student Topics -> 2018-2019 Manuals

Student Approval Fund B

- Approvals and Claims -> Student -> Approvals
- Filter by Fund B -> Search -> Select Desired Student's name to open up the Approval record.

Home | Approvals and Claims | IEP

Welcome **Tra**
Harris

Thank you for using the I-Star

Welcome to I-Star. Please fee very valuable to us.

Student > Approvals
Personnel > Claims
Program Definition
Upload Files
Caseload Definition

Dually Enrolled:
Residential (R) = EE code 09 (for in state facility) or EE code 10 (for out of state facilities).
Tuition (T) = EE code of 08

Fund	Priv Fac	Disab	Rel Srv	Ed Enr	No. Sp'd	% Reg	Term	Begin Date
B	13616-T	O	03 13 23 25 22 28 20	08	100	0	B	8/20/2018
B	13622-R	O	03 13 20 25 28 22 23	09	100	0	B	8/20/2018

Rate Information

Tuition Rates:

Begin	End	Days/Per Diem
8/20/2018	7/31/2019	220 \$382.84

Room & Board Rates:

Begin	End	Days/Per Diem
No Records Found		

Calendar Information

School Calendar	Electronic Calendar	Reimbursement Approval
Regular Begin Date: 8/20/2018	Regular Begin Date: 8/20/2018	Regular Begin Date: 8/20/2018
Regular End Date: 5/24/2019	Regular End Date: 5/24/2019	Regular End Date: 5/24/2019
Total Regular Days: 181	Total Regular Days: 181	Total Regular Days: 181
Summer Begin Date: 6/5/2019	Summer Begin Date: 6/5/2019	Summer Begin Date: 6/5/2019
Summer End Date: 7/31/2019	Summer End Date: 7/31/2019	Summer End Date: 7/31/2019
Total Summer Days: 39	Total Summer Days: 39	Total Summer Days: 39

Approval Status: Disapproved

School Year: 2018-2019

Include on Approval:

Dually Enrolled:

Fund: B

% Special Ed: 100

Display/Update SIS Enrollment

Resident District: Hanniburg CUSD 3 - 20-083-0030-24

Resident School: Hanniburg High School - 20-083-0030-28-00

Private Facility: 13616-Hope Learning Academy - Intensive

Facility Claim Type: Tuition

Add On Type: Intensive

Rates:

Type	Begin	End	Days/Rate
No Records Found			

Disabilities: 0-Judism (0)

Related Service: 03 13 23 25 22 28 20

Education Environment: 08-Private Day School or Out-of-State Public Day Prog

Term: Both

Begin Date: 08/20/2018

End Date: 08/20/2018

Exit Code:

Local District ID:

Method of Computing Days: Manual

Calendar: Hope Learning Academy - Int

Program:

Show Coop Programs

Participation Rates

% Regular Ed: 0

FTE: 1

ADE: 1,000

Participation Days

Include	Enrolled	In Session
Regular	181	181
Summer	39	39
Total	220	220

Save & Check Errors

Dually Enrolled Students: Any student who is residentially placed by the school district at a special education private facility for whom the school district is paying for the residential placement will need to have two records entered in I-Star -- one for the residential services (R) and one for the tuition services (T).

Private Facility Calendar Addition



- All approved Private Facility Calendars were added to I-Star for use on March 27, 2019
- Fund Codes B (and F) will automatically default to Calendar Method of Computing Days (Manual is no longer an option)
- Days Enrolled and Days in Session will automatically populate based on Begin and/or End Date on Approval record and the calendar.

Calendar Method of Computing Days

Available to use for:

- Fund Code B (Private Facility)

Rate Information				
Tuition Rates:	Begin	End	Days/Per Diem	
	8/20/2018	7/31/2019	220	\$282.84
Room & Board Rates:	Begin	End	Days/Per Diem	
	No Records Found			

Participation Days		
Include	Enrolled	In Session
<input checked="" type="checkbox"/> Summer		
Regular	181	181
Summer	0	0
Total	181	181

FACTS Approval: Edit Approval

Claim Data

The 2018-2019 Student Claims Data is Open.

Claim Term: Both Include Claim

Tuition

Method of Computing Days

Manual

Calendar: Hope Learning Academy - Int

Program: Show Coop Programs

Participation Rates

% Regular Ed: 0 FTE: 1

ADE: 1.000

Participation Days

Include Summer

	Enrolled	In Session
Regular	181	181
Summer	39	39
Total	220	220

Costs

Cost Per Pupil: 84225

Calendar method of computing days is Required for Fund Code B in I-Star.

Data entry required = FTE, Include Summer (for Term of B) and Cost Per Pupil.

FTE= Should always be 1.0 if being billed for the whole day. However, if you have a student that is ½ day at a public school and ½ day at a private facility and the facility is being billed ½ a day, you would want to enter .5 for the FTE. If you have a student that is being billed for ½ a day with a .5 FTE, this will automatically change the days enrolled to ½ the amount it would be if you were using 1.0 FTE.

For example:

1.0 FTE = 100 days enrolled. However, if you change the FTE to 0.50, click "Save and Check Errors", your days will change to 50 days. It shouldn't do anything with the Ed cost per pupil.

Only students approved in I-Star with private facility entity ID codes for facilities with tuition days and per diem rates approved by the Illinois Purchased Care Review Board (IPCRB) can be claimed. Students who are approved in I-Star with private facility entity ID codes for room and board only cannot be claimed for reimbursement in this process. Please verify that the private facility entity ID code is correct for both the student's placement and tuition program for reimbursement.

Days 'Enrolled' and 'In Session' will automatically fill based on the Private Facility Calendars begin and end dates.

ADE= The student's Average Daily Enrollment (ADE) will be computed automatically as the claim is processed at ISBE. It is computed by dividing the total days enrolled for regular and/or summer by the total days in session for regular and, if applicable, summer. The ADE is truncated to three decimal places.

$$(ADE = \text{Days enrolled} / \text{Days in session.})$$

Cost per Pupil = Always enter the bill amount for Cost Per Pupil

Fund B Reimbursement

- Resident District Per Cap & Estimated Reimbursement will compute in I-Star automatically.



Claim Data
The 2018-2019 Student Claims Data is Open.

Claim Term: Both Include Claim

Tuition

Method of Computing Days

Manual
Calendar Hope Learning Academy - Int
Program Show Coop Programs

Participation Rates

% Regular Ed: 0 FTE: 1
ADE: 1.000

Participation Days

	Enrolled	In Session
<input checked="" type="checkbox"/> Include Summer		
Regular	181	181
Summer	39	39
Total	220	220

Costs

Cost Per Pupil: 84225

Reimbursement

Private Facility Reimbursement:	0.00	Resident District Per Cap:	
Orphanage Reimbursement:	0.00	Reimbursement Status:	Disapproved
EC Reimbursement:	0.00		
Estimated Total:	0.00		

Errors

Per Capita Tuition = The latest available per capita tuition charge has been entered for each district based on information supplied from the School District Annual Financial Report. Do not change this number. If this number is missing, it will be available at the time claims are processed and reimbursement is calculated. The data is available on the School Finance website at <https://www.isbe.net/Pages/Operating-Expense-PerPupil.aspx>. Choose the FY Excel link, scroll down to find the Region-County-District-Type (RCDT) Number, District Name, and Per Capita Tuition Charge amount.

Estimated Reimbursement= I-Star will compute the estimated reimbursement automatically.

Example - District Per Capita Charge Greater Than \$4,500

The Private Tuition reimbursement formula in Section 14-7.02 is defined by two tiers of funding determined by each district's per capita tuition amount in relation to the statutory tier amount of \$4,500. Currently, there are no districts with a per capita charge under the statutory tier amount so the formula for reimbursement should be computed as follows:

- Multiply the district per capita tuition charge by the student's ADE.
- Multiply the result of step 1 above by two.
- Subtract the result of step 2 from the Ed Cost/Student. If the result is a positive amount, this represents the eligible amount the district is entitled to receive in reimbursement.

Calculation:

Per Capita Tuition = \$5,000; ADE = .500;
Education Cost This Student = \$11,500

- $\$5,000 \times .500 = \$2,500$
- $\$2,500 \times 2 = \$5,000$
- $\$11,500 - \$5,000 = \$6,500$ total reimbursement

Private Facility Calendar Addition

How to print private facility calendars:

[Private Facility Search Engine](#)

OR

www.hbug.k12.il.us

Resources -> Private Facility Search Engine -> Locate facility and click facility name

Find the Calendar Information and click Electronic Calendar

Calendar Information	
School Calenda. - Electronic Calendar	Reimbursement Approval
Regular Begin Date: 8/20/2018	Regular Begin Date: 8/20/2018
Regular End Date: 5/24/2019	Regular End Date: 5/24/2019
Total Regular Days: 181	Total Regular Days: 181
Summer Begin Date: 6/5/2019	Summer Begin Date: 6/5/2019
Summer End Date: 7/31/2019	Summer End Date: 7/31/2019
Total Summer Days: 39	Total Summer Days: 39

Private Facility Electronic Calendar

Status: Approved by ISBE | Calendar Type: Proposed | School Year: 2019 | Program: Hope Learning Academy

PRINT

August 2018, September 2018, October 2018, November 2018, December 2018, January 2019, February 2019, March 2019, April 2019, May 2019, June 2019, July 2019

Aug Abs: 10, Sept Abs: 19, Oct Abs: 22, Nov Abs: 19, Dec Abs: 15, Jan Abs: 21, Feb Abs: 19, Mar Abs: 21

Apr Abs: 17, May Abs: 18, June Abs: 18, July Abs: 21

SAVE/PRINT

Calendar Legend - Total Number of Days

Calendar Code	Code Description	Number of Days
X	Regular Term - Full Student Attendance Day	181
S	Summer Term - Full Student Attendance Day	39
Ttl	Total:	220
HOL	Recognized School Holiday	10
NIA	Not in Attendance	18

Regular School Year Begins: 08/20/2018 | Regular School Year Closes: 05/24/2019
 Summer School Session Begins: 06/05/2019 | Summer School Session Closes: 07/31/2019
 Total Regular Days: 181 days | Total Summer Hours: 39 * 3.5 = 136.5 hours

X (Green) = Regular Term – Full Student Attendance Day

S (Blue) = Summer Term – Full Student Attendance Day


Ttl = Total number of Full Student Attendance Day for Regular Term and Summer Term

HOL (Red) = Recognized School Holiday

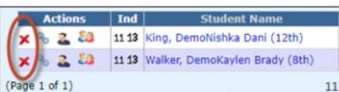
NIA (Gray) = Not in Attendance

Miscellaneous Tips...

- Make sure that all records have correct term
 - Specifically change Fund Code B records if student does not attend Summer term of R (Regular)
- Triple check private facility numbers against bills to make sure the proper selection is made in I-Star
 - Check Facility per diem against bills to make sure rate is correct and facility number is correct.
- If a student did not attend a special education program this year for your district or coop, delete the record. **DO NOT** create a record spanning one day at the beginning of the school year.



Tuition Rates		Rate Information	
Begin	End	Days	Per Diem
8/20/2018	7/31/2019	120	\$382.84



Actions	Ind	Student Name
	11 13	King, Demotishka Dani (12th)
	11 13	Walker, DemoKaylen Brady (8th)

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Some private facilities have multiple programs and rates with separate entity ID numbers assigned for each program. Additionally, facilities approved in prior years may not be approved for the current year. It is extremely important that the correct entity ID Code be used as this code determines the amount of reimbursement available for the student's placement.

If a student changes private facilities during the school year and will be claimed for a portion of the current school year in both the first and second facilities, add an end date and Exit Code 20. Re-enter the student with the second private facility entity ID code, completing I-Star information as needed. Be sure that the begin date in the second facility is after the end date listed on the I-Star entry for the first private facility code.

Make sure that the rate you are being charged on your bill matches the approved Per diem rate on the private facility search. If it doesn't match then they need to make sure that you are putting the correct facility number on their approval record. Sometimes the facilities have different numbers for different rates and the clients pick the wrong one on the record.

Recheck Edits (Approvals)

1. Select Approvals and Claims -> Student-> **Approvals**
2. Click Recheck Edits

Approvals and Claims		IEP
Student	>	Approvals
Personnel	>	Claims

The screenshot shows the 'Student Approvals Filter' interface. It includes fields for Student SIS ID, Last Name, First Name, School Year (2018-2019), Status, Grade, Term, and Tuition Status. On the right, there are dropdown menus for District, Resident District, Resident School, Serving District, Serving School, Disability, Fund (B-Section 14-7.02 (Private Day and Resident)), Class Teacher, Class Name, and Event. At the bottom, there are buttons for Search, Clear Search, Recheck Edits, Export to Excel, and Export using Import Format. The 'Recheck Edits' button and the 'Fund' dropdown are circled in red.

- You will receive two emails on the status of the error check. The first will tell you that the process has started and the second will tell you that it's complete.
- The errors can be viewed on each Approval record or on the error report.

Approvals Error Reports

- To run a Approvals and/or Claims error report click: **Reports**
- Select Report Type: **Student**
- Select Report Categories: **Error**
- Select: **Student Approval Error listing**
- Under Report Filters select Fund: **B**
- Click: **Run or Export Report**

The screenshot shows the I-STAR Reports interface. At the top, the 'Reports' menu item is circled in red. Below the navigation bar, the 'I-STAR Reports' section shows 'Report Type: Student' and 'Report Categories: Errors'. The 'Select Report/Description' list includes 'Student Approval Errors Listing*'. The 'Report Description' states: 'Alphabetic list of students with approval errors and warnings. Grouped by Resident district.' The 'Reports Filters' section contains various dropdown menus and text boxes. The 'Fund' dropdown is circled in red and shows 'B-Section 14-7.02 (Private Day and Resident)'. At the bottom, the 'Run Report' and 'Export Report' buttons are circled in red.

Recheck Edits (Claims)

1. Select Approvals and Claims -> Student-> **Claims**
2. Click Recheck Edits



The screenshot shows the 'Student Claims Filter' form. It contains various input fields for filtering claims, such as 'Student SIS ID', 'Last Name', 'First Name', 'School Year', 'Status', 'Grade', 'Term', 'Tuition Status', 'Resident District', 'Resident School', 'Serving District', 'Disability', 'Fund', 'Program', 'Reimbursement Status', 'Class Teacher', 'Class Name', and 'Event'. The 'Fund' dropdown menu is set to 'B-Section 14-7.02 (Private Day and Resident)'. At the bottom of the form, there are buttons for 'Search', 'Clear Search', 'Recheck Edits', 'Export to Excel', 'Export using Import Format', and 'Recalc Cal Days'. The 'Recheck Edits' button is circled in red.

- You will receive two emails on the status of the error check. The first will tell you that the process has started and the second will tell you that it's complete.
- The errors can be viewed on each Approval record or on the error report.

Claims

Error Report

- To run a Approvals and/or Claims error report click: **Reports**
- Select Report Type: **Student**
- Select Report Categories: **Error**
- Select: **Student Claim Errors By Resident District And Serving School.**
- Under Report Filters select **Fund: B**
- Click: **Run or Export Report**

The screenshot shows the 'I-STAR Reports' interface. At the top, the 'Reports' menu item is circled in red. Below the navigation bar, the 'I-STAR Reports' section has 'Report Type' set to 'Student' and 'Report Categories' set to 'Errors'. In the 'Select Report Description' section, 'Student Claim Errors By Resident District And Serving School' is selected and highlighted in yellow. To the right, the 'Report Description' box contains the text: 'List of students with claim errors and warnings. Grouped by Resident district and ordered by serving school.' The 'Reports Filters' section contains several dropdown menus: 'School Year' (2018-2019), 'Gender', 'Grade', 'Term', 'Ethnicity', 'Private Facility', 'Class Name', 'Teacher Name', 'Location Name', 'Age', 'Related Service', 'Resident District', 'Serving District', 'Serving School', 'Disability', 'Fund' (B-Section 14-7.02 (Private Day and Resident) - circled in red), 'Indicator Errors', 'Include on Approval' (Yes), and 'Error Type'. At the bottom, there are two sections: 'For Approval Records' and 'For Caseload Enrollment Records', each with checkboxes for 'Active as of today', 'Active on Child Count', 'Active as of', and 'Only Future Dated'. At the bottom center, the 'Run Report' and 'Export Report' buttons are circled in red. The page number '15' is visible in the bottom right corner.

Claims Reimbursement Report

- To run a Approvals and/or Claims error report click: **Reports**
- Select Report Type: **Student**
- Select Report Categories: **Reimbursement/Claim**
- Select: **Student Reimbursement Fund B**
- Click: **Run or Export Report**

NOTE: Print or Save to computer on August 16th for record of Snapshot

The screenshot shows the E-STAR Reports interface. At the top, there are navigation tabs: Admin, Goal Mine, Facility Search, IEP Quality, **Reports**, and User Guide. Below this, the 'E-STAR Reports' section has a 'Report Type' dropdown set to 'Student' and a 'Report Categories' dropdown set to 'Reimbursement / Claim'. A list of report descriptions is shown, with 'Student Reimbursement Fund B' selected. Below the list are buttons for 'Run Report' and 'Export Report'. The main content area displays the 'Student Reimbursement Fund B' report for the school year 2018-2019, showing a table of student data with columns for Fund, Student Name, DOB, Gender, Language, Begin Date, % Sp Ed, RBP, Regular, Summer, ED Cost Per I.A.A.E, and Estimated Reimb.

Student Reimbursement Fund B												
Resident District: Harrisburg CUSD 3											School Year 2018-2019	
Fund	Student Name	DOB	Gender	Language	Begin Date	% Sp Ed	RBP	Regular	Summer	ED Cost Per I.A.A.E	Estimated	
Priv Fac	SIS ID	SIS ID	Disability	Exit Code	End Date	% Time In	EE	Enrolled	Enrolled	ED Cost this Student	Reimb	
Res Sch	Term	Grade	Grade	Ethnicity	Related Services	03, 13, 20, 22, 23,		in Session	in Session	Trans Cost this Studen		
B	King, Demetrius Dani	02/20/1996	Female	English	08/20/2018	100	I	181	38	0.00		
	13616-Hope Learning Academy - Intensive	99999922	O			0	08	181	38	84,225.00	0.00	
	Harrisburg High School	B	12th	White		03, 13, 20, 22, 23,		1.00		0.00		
						25, 28						
B	Walker, Demokaylen Brady	12/28/1999	Male	English	08/20/2018	79	I	171	0	0.00		
	10314-OTC - T.C. Harris School	99999907	A			0	08	180	0	19,932.00	0.00	
	Harrisburg High School	B	8th	White		23		1.00		0.00		
										District Estimated Reimbursement	0.00	
										Total Estimated Reimbursement	0.00	



ISBE Funding and Disbursements
(217) 782-5256

jwhitlow@isbe.net

<https://www.isbe.net/Pages/Special-Education-Programs.aspx>

Harrisburg Project

(800) 635-5274

support@hbug.k12.us

www.hbug.k12.il.us